

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 20 February 1957

FROM : AO/OS/TR

SUBJECT: Weekly Activity Report #8

~~TOP SECRET~~A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:

- 25X1A6a 1. Mr. [REDACTED] leaves [REDACTED] on 21 February 1957. He will proceed directly to the Station where he will train the chief of the interested service, after which he will proceed [REDACTED] with a group of trainees, if the [REDACTED] Station can make arrangements to house them. Otherwise, the group's training will have to be done in a safehouse [REDACTED].
- 25X1A6a 2. [REDACTED]
- 25X1A9a a. Mr. [REDACTED] departed Headquarters 15 February for approximately four months' TDY at [REDACTED] Station, returning no later than 1 July 1957.
- 25X1A9a b. [REDACTED] of A & E is scheduled to arrive [REDACTED] 5 March 1957, to assist in developing evaluation and psychological assessment procedures for the indigenous training program. [REDACTED] dated 6 February, has been sent to all FE stations advising them that, time and other duties permitting, he will be available to assist them in the screening and selection of trainee candidates. It is felt by Headquarters and the Station that the addition of a trained psychologist should do much to enhance the professional quality of the services offered [REDACTED].
- 25X1A9a c. At [REDACTED] request, a large carton, containing approximately 10 sets of rubber stamps, ordered by [REDACTED] for use in the Headquarters operations support course, has been transmitted to the Desk for shipment [REDACTED].

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d. The first consignment of Vietnamese language lesson material, consisting of 16 tapes in Vietnamese, and the English text for the first four lessons, has been passed [REDACTED] for transmittal to the Station, where it will be used by the instructors for self-study. These texts and tapes were spot-checked by a case officer and a [REDACTED] contract agent. The latter is of the opinion they will be adequate and useful to Americans in learning the language. Other shipments will follow as soon as they are prepared, until the entire course of 30 lessons has been furnished the Station. A duplicate set of the material is also being maintained in this Branch.

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3. SE [REDACTED]

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[REDACTED], who is scheduled to leave [REDACTED] approximately 1 March, visited the Overseas Branch on 19 February to discuss the material that is being prepared by the Intelligence School for use in a new basic course to be presented to [REDACTED] Trainees. [REDACTED] advised him the project was about three-fourths completed. [REDACTED] requested that this Branch be responsible for obtaining the finished material from [REDACTED] and forwarding it [REDACTED]. He was assured that the material would be transmitted promptly and that any other new material developed at Headquarters, which would aid the project, would be sent routinely, as has been done in the past.

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4. NEA [REDACTED]: [REDACTED] formerly of FE Division, is going to [REDACTED] as the FI case officer on the [REDACTED] program. AO/OS discussed various training materials which are already in [REDACTED] and those which he will need to have forwarded to him. His ETD is mid-May, and AO/OS explained to him that more usable tradecraft material will be available to him by that time than can be furnished now. He plans to come in again about a month prior to his departure, when a determination will be made as to the dates the new materials will be returned from the printer.

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5. GUIDE TO INSTRUCTION IN BASIC TRADECRAFT:

a. AO/OS spent several hours with Mr. Requirements Division, and Messrs. [REDACTED] the Reports Control Staff, on 19 February, discussing the reporting section of the new Guide and the revision of the manual entitled The Case Officer and Reporting.

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This visit was most rewarding. Messrs. [REDACTED] Chief, Reports Control, and his assistant [REDACTED] approved the chapter on "The Report" for the Guide, and said its inclusion would be a valuable contribution to their efforts to improve both case officer and agent reports. The chapter on reports was prepared

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[REDACTED] from a paper written by [REDACTED] and is a new addition to [REDACTED]

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[REDACTED] version of the tradecraft manual. Both Mr. [REDACTED] and [REDACTED] said they would very much like to read the rough draft of the Guide. A0/OS assured them that she would be delighted to have them read it, if they could arrange to come to this office, and if their reading did not delay the target date of 1 March. They agreed to this arrangement.

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- b. On 13 February at A0/OS' request, [REDACTED] of the Reproduction Staff visited this office to discuss the various methods of reproduction available for the Guide. [REDACTED] furnished actual cost figures for the three kinds of reproduction in current use. Since the photo-offset process is so much less expensive than either of the other two methods (a difference of almost \$700 per 100 copies), it was decided to use it and to do the typing in the Overseas Branch in order to keep the cost down. An additional electric typewriter has been obtained on loan and typing of the final copy will begin as soon as possible. It was first planned to have 600 copies of the Guide reproduced. However, the demand for a tradecraft manual has been a continuing one, and much greater than for the Stay-behind paper. Since the reproduction of the latter in September, the Overseas Branch has distributed 219 copies (153 overseas, 66 to Headquarters personnel) and requests continue to come in regularly. If this is any criterion, and if the Intelligence School plans to use the Guide in its Intelligence Support course, the number of copies to be reproduced may need to be increased.

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